



TRANSFER/PROMOTIONAL OPPORTUNITY

PARKING METER TECHNICIAN

(Department of Public Works-Administrative Services)

PURPOSE: The Parking Meter Technician performs both routine and skilled maintenance and repairs of the City's electronic single space and multi-space parking meters in the field and in the shop. The person in this position is also responsible for hooding, installing, and removing parking meters for special events or construction projects.

ESSENTIAL FUNCTIONS:

- Maintains, repairs, rebuilds, and reprograms electronic single space and multi-space parking meter units in the meter shop or in the field.
- Hoods, installs, and removes parking meters in the field for special events or construction.
- Rebuilds meter heads and salvages parts.
- Keeps comprehensive records and prepares reports.
- Changes batteries, lubricates meters, and eliminates meter jams.
- Reports equipment malfunctions and other problems immediately.
- Responds to inquiries from City staff and elected officials regarding meter functionality.
- Resets time on meters.
- Collects meter revenues as directed.
- Regularly inspects revenue canisters and collection bags to ensure that equipment is secure and theft-proof.
- Investigates meter vandalism incidents.
- Downloads electronic information into meters and runs reports.
- Repairs and replaces parking space markers.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT: The Parking Meter Technician is subject to call-in for occasional overtime assignments, particularly during the summer months.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM QUALIFICATIONS:

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
2. Two years of experience performing mechanical repairs.
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Mechanical knowledge and the ability to use hand tools such as wrenches, screwdrivers, and hammers as well as small electric power tools.
- Skill in performing routine equipment maintenance.
- Ability to inspect, test, and troubleshoot machines.
- Manual dexterity.
- Ability to lift and transfer objects weighing 50 lbs or more.
- Ability to learn to operate a step van.
- Ability to navigate and read maps of Milwaukee and to travel efficiently from site to site.
- Ability to use a computer to enter and retrieve information.
- Ability to learn to use a smart phone.
- Customer service skills; ability to interact with contractors and citizens in a tactful and professional manner.
- Interpersonal skills and the ability to work well both independently and as a team member.
- Ability to plan work, manage time, and organize materials effectively.
- Ability to perform all work assignments safely.
- Honesty and integrity.
- Ability to work in all types of weather conditions.

CURRENT PAY RANGE (PR 245): \$39,174.72-\$43,309.76 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

1. Applications can be obtained from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, by calling (414) 286-3751, or by visiting www.milwaukee.gov/jobs.
2. **Applications should be returned to Jeremy Weisling, Parking Operations Supervisor, DPW-Administrative Services, Frank P. Zeidler Municipal Building, 841 N Broadway, Room 509, Milwaukee, WI 53202, by April 29, 2011.** Receipt of applications may be discontinued at anytime after this date.

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